

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum FD 35-99 (Work-Related Injury/Illness Reporting)

1. PURPOSE.

a. Expedite the process of submitting the correct and completed forms to the Civilian Resource Conservation Program Coordinator (CRCPC) in the Installation Safety Management Office.

b. Investigate and document the validity of the claimed injury/illness.

c. Investigate and document controversions when and where deemed necessary to eliminate abuse of compensation benefits.

2. SCOPE.

This procedure applies to all elements of Fort Detrick and tenant organizations employing civilians paid from appropriated funds and receiving support services from Fort Detrick.

3. GENERAL.

a. No employee will be deprived or prevented from submitting completed Office of Workers' Compensation Program (OWCP) forms for a work-related injury or illness.

b. Employees' supervisors must complete their portion of the requested OWCP form for all alleged work-related injuries or illnesses stating only their personal knowledge of the claim.

c. Supervisors are responsible for the controversion of invalid or suspect claims and will provide proper documentation, such as a memorandum for record; written statement of their own knowledge, coworkers or witness statements; leave records; job descriptions; etc.

d. Supervisors are expected to take appropriate disciplinary action for safety violations committed by an employee.

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e. All supervisors and employees will help prevent abuse of workers' compensation benefits.

#### 4. RESPONSIBILITIES.

a. It is the employee's responsibility to identify, report, and prepare his or her claim for work-related injury or illness benefits.

b. All Fort Detrick military personnel and civilian employees will maintain and adopt a safe work area and safe procedures within their mission. A "Safety First" policy is always in effect and a priority consideration.

c. The "clinic first" procedure will be adhered to. The employee notifies his or her supervisor that a traumatic injury was sustained. The supervisor will accompany the employee to Health Services for evaluation and initiate the appropriate forms. The employee then elects to be treated by either the Health Services physician or a private physician of his or her choice. The employee will work with the supervisor to ensure the appropriate OWCP form(s) are provided/completed/initiated. In the event of an emergency or life-threatening situation, the supervisor should accompany the employee to the Frederick Memorial Hospital Emergency Room and initiate the appropriate OWCP forms on behalf of the employee.

d. Frederick Memorial Hospital will provide emergency care for First Aid Claims when Health Services is closed after normal duty hours and during weekends.

#### 5. PROCEDURE.

a. Each employee who has received an on-the-job injury will report to Occupational Health Services for evaluation and/or documentation of injury.

b. The CRCPC will contact each injured employee's supervisor or representative of organization appropriate within one week of the date of injury to determine a return to work status.

c. If the employee has been treated by a private physician, the CRCPC will refer the employee, and/or their records, to the Occupational Health Services physician for evaluation.

d. The Health Services physician will perform an evaluation of the employee's medical status to include:

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(1) Indication of whether the reported injury/illness is job-related.

(2) Determination of current and future capability of the injured employee for light-duty and/or full-duty work assignment.

e. The purpose of the medical evaluation is to determine the employee's ability to perform a temporary light-duty assignment.

f. The medical evaluation may be limited to a review of available medical records and/or an examination of the employee by the Health Services physician. When the Health Services physician determines that an examination of the employee is necessary, the employee will be contacted to schedule an evaluation appointment within five working days of notification.

g. Occupational Health Services will submit a Medical Evaluation Results Report through the Installation Safety Office to the Department of Labor. The medical evaluation results report may be provided in a standard memorandum format or on an OWCP Form CA-20, Attending Physician's Report.

6. If the employee refuses to appear for a medical evaluation, the Occupational Health Services will notify the CRCPC.

7. This memorandum supersedes Fort Detrick Policy Memorandum FD 35-98, MCHD-OSE, 25 June 1998, Subject: Work-Related Injury/Illness Reporting, signed by the previous commander.

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Deputy Installation Commander

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